

## Momentum – Online Ordering and Status Instructions

---

Below are instructions for placing orders online, as well as how to sign-in to our online status system.

### ORDERING INSTRUCTIONS:

- Log to <https://www.MomentumWeb.com> .
- Click on the 'Order an Appraisal' option.
- Enter and review the required order information.
- Lastly, click on the 'Submit My Appraisal Order' button.

### ONLINE STATUS BENEFITS AND INSTRUCTIONS:

#### BENEFITS:

- Track the ongoing status of your appraisals from start to finish.
- View and download completed reports and supporting documents anytime.
- Gain complete access to archived reports for analysis and review.
- Managers can be granted access to corporate and/or branch level features.
- Managers can increase or decrease access permissions for assistants and/or specific LOs. \*
- Managers can review jobs by categories such as: LOs/Brokers, Branch and Wholesale/Retail.
- Download Status groups as Excel spreadsheets for personalized analysis offline.
- Request changes or submit comments online.
- Complete access to Momentum's technical staff for support, integration and customization.

#### SIGN-IN AND NEW ACCOUNT CREATION INSTRUCTIONS:

- Log to <https://www.MomentumWeb.com> .
- Click on either "Lenders" or "Appraisers" and select the "Sign-In" option.
- Enter your User ID and Password (*Click on 'Setup New Account' if you are new to the system.*) \*\*
- Once you're signed-in, click on any of the options on the left.

If you have any questions or need help setting up your account, please feel free to call us at 800.5777.2947 and we'll be glad to help.

Thanks.

The Momentum Customer Support Team

*\* Anyone signing up will be given basic Lender/Broker permissions. Corporate and Branch managers can contact Momentum's support team to establish a higher security level to gain access to their entire branch and/or corporate report list.*

*\*\* Since the online information is confidential, be sure to create a fairly complex password that would be difficult to guess. As you setup your account, the system will make sure that certain minimum formats are maintained. In other words, if you try to create a simple password like "cat", "dog", "drawer" or "money" the system will tell you that you need to use a more complex and secure word like "my!moN3y". After your first login, your computer will ask you if you want it to memorize your password for future logins. If you are the only person who uses your computer, you can click on 'YES' if you like. Also, if you ever forget your password, the system can automatically email your login information to you.*

---

**Put "Momentum" in your appraisal services.**